

GSA ORDER

SUBJECT: Electronic storage and dissemination of PBS documents

1. Purpose. This order implements within the Public Buildings Service (PBS) a system for using optical compact discs for the storage and dissemination of designated significant PBS documents and reports.

2. Background.

a. The January 1990 Strategic Plan of the Public Buildings Service states that PBS will take a more active role in adapting new, proven technologies and supporting innovation and research to incorporate changing technological developments in the provision of services to our clients. A specific step toward this objective, identified in the Strategic Plan Statement, is to develop a formal system for translating established research or lessons learned into standards and criteria for direct use by PBS.

b. In 1990, PBS, with the assistance of the National Institute of Building Sciences (NIBS), completed a study that recommended the use of an optical compact disc system to store, disseminate, and retrieve PBS high-use reference material as the framework for a formal technology transfer system. This study was distributed throughout PBS for review and comment.

c. NIBS, since 1987, has maintained a national construction criteria data base (CCB) of over 400,000 pages of publicly and privately produced criteria, codes, and standards. Many Federal agencies, including the Department of Defense (DOD) and the National Aeronautics and Space Administration (NASA), are subscribers and supporters of the data base. The CCB is compiled and disseminated using optical compact disc technology.

3. Applicability. This order applies to all PBS Central office, regional, and field offices.

4. Formal system. The Public Buildings Service will establish a formal system to utilize optical compact disc technology for the collection and dissemination of technical information, standards, and other reference material in support of the nationwide facilities planning, development, and management program.

5. Procedures.

a. The Public Buildings Service will use the CCB optical compact disc, which will be made available through arrangements with NIBS, to store basic PBS construction criteria and standards. Current versions of these documents shall be used as a source component for information input, reference, and dissemination.

b. The Public Buildings Service shall also produce a PBS optical compact disc containing significant PBS reports, surveys, and other high-use reference material that will facilitate the application of relevant research results and lessons learned in PBS operations.

c. Initial input of existing documents to the CCB and PBS discs shall be submitted in printed form, and in electronic form if available. All subsequent input, including revisions, amendments, and new documents,

shall be submitted in both printed form and electronic form, produced on magnetic floppy diskettes, the format to be determined at the appropriate time.

d. The CCB disc will be updated quarterly and the PBS disc semiannually.

6. Responsibilities.

a. The Office of Design and Construction (PQS), Office of Real Property Development (PQ), is designated the coordinating office for this technology transfer system and will process all information received to NIBS for inclusion on the CCB and PBS discs.

b. Assistant Commissioners, PBS, and Assistant Regional Administrators for PBS must ensure that all appropriate data within their purview is gathered for inclusion on the discs, that all such data is reviewed regularly for currency, and that all information is submitted to the coordinating office in appropriate form 30 days before the assigned time for quarterly and/or semiannual disc updates.

Wolfgang J. Zoellner, for
WILLIAM C. COLEMAN
Commissioner
Public Buildings Service

▼ Validation

Status: Final